



Republic of the Philippines
Department of Education
 Region I
 Schools Division Office
 San Carlos City, Pangasinan

REQUEST FOR QUOTATION

Reference No: 20241205-001; RFQ#101

Date: December 5, 2024
 Fund Code: OSEC-1-24-6767
 MOP: Small Value Procurement
 Contact No.: 9507491336
 Contact Person: MINERVA A. MUÑOZ

Company/Business Name and Address

The Schools Division Office of San Carlos City, through the Bids and Awards Committee, now invites all qualified suppliers/bidders to quote the price **inclusive of VAT** on the items listed below. Submit your Quotation not later than **December 13, 2024, 5:00 PM** together with the following requirements, to wit:

1. **Mayor's/Business Permit,**
2. **PhilGEPS Registration Number Certificate,**
3. **Certificate of Registration (BIR Form 2303),**
4. **Notarized Sworn Statement (revised) for ABC more than Php50,000.00.**

Note:

1. The prospective bidder/supplier should have a **BIR registered Delivery Receipt/Service Invoice.**
2. The face of the envelope must contain the name of the Supplier/Bidder and the Name of the Project – similar to the manner of submission of bids in a Public Bidding.
3. It must be duly received by the RECORDS OFFICE through manual submission or send it through their e-mail address at records.sccp@deped.gov.ph at Schools Division Office of San Carlos City, Pangasinan, to be forwarded by personnel of Records Unit to the BAC Secretariat.
4. The submitted quotation shall be opened and read in the presence of the BAC Members and the undersigned or any representative in lieu of him/her.
5. The Winning Bidder should inform the Schools Division Superintendent of the delivery of goods in writing, three (3) days before the projected delivery through the Records Office through manual submission or through their official e-mail address as indicated above.

MINERVA A. MUÑOZ
 BUYER/END-USER

GENERAL NAME OF THE ITEMS: MEALS AND SNACKS INCLUSIVE OF VENUE AND ACCOMMODATION

Unit	Article	Quantity	Estimated Approved Unit Cost	Estimated Approved Total Cost	Quotation of Supplier		EVALUATION (Leave this space blank. For BAC/Evaluators only)
					Price per unit	Total Quotation	
pax	DAY 1 (LIVE-IN) BREAKFAST 1 whole medium-sized Apple 2 slices Meatloaf 1 serving Sunny Side-up Egg 1 serving Toasted Dilis 1 serving Plain Rice with coffee/tea AM SNACKS 1 serving Beef Burger 1 can chilled Fruit Juice (220ml) LUNCH 1 serving Cream of Asparagus Soup 1 serving Spanish Garlic Chicken 1 serving Fish Fillet in Puttenesca Sauce 1 serving Provençalé 1 serving Plain Rice 1 serving Slice Fruits in season PM SNACKS 1 serving Palabok 1 can chilled Fruit Juice (220ml) DINNER 1 serving Beef Consommé 1 serving Fish Fillet with Sweet and Sour Sauce 1 serving Korean Pork 1 serving Buttered Vegetables 1 serving Plain Rice 1 serving Almond Jelly with Lychee Note: With Accommodation and With Training Venue	155	2000	310000.00			



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MINERVA A. MUÑOZ

pax	DAY 2(LIVE-IN) BREAKFAST 1-piece Lakatan 1 serving Bacon Strips ½ medium-sized Fried Boneless Bangus 1 serving Egg Omelet 1 serving Fried Rice AM SNACKS 1 serving Pasta Alfredo 2 slices Toasted Buttered Baguette 1 can chilled Fruit Juice (220ml) LUNCH 1 serving Clam Chowder 1 serving Pork Hamonado 1 serving Fish Fillet Teriyaki 1 serving Stir- Fried Bokchoy 1 serving Plain Rice 1 serving Blueberry Shortcake PM SNACKS 1 serving Special Pansit Palabok 1 can chilled Fruit Juice (220ml) DINNER 1 serving Egg Noodle Soup 1 serving Lechon Kawali 1 serving Chili Garlic Chicken 1 serving Buttered Vegetables 1 serving Plain Rice 1 serving Mocha Cake Note: With Accommodation and training venue	155	2000	310,000.00		
pax	DAY 3 (LIVE-OUT WITH TRAINING VENUE) BREAKFAST Assorted Fruit Wedges 1 serving Fried Danggit 1 serving Sunny Side-Up Egg 1 serving Sliced Fried Ham 1 serving Plain Rice with coffee/tea AM SNACKS 1 serving Hamburger Sandwich with TLC (Tomato, Lettuce, Cheese) 1 can chilled Fruit Juice (220ml) LUNCH 1 serving Cream of Mushroom Soup 1 serving Slow-Cooked Sweet n' Sour Pork 2 pcs Fish Lumpiang Shanghai 1 serving Buttered Fried Chicken Tenders 1 serving Plain Rice 1 serving Watermelon Wedge PM SNACKS 1 serving Parmesan Garlic Spaghettiwith Garlic Toast Bread 1 can chilled Fruit Juice (220ml)	155	800	124,000.00		

- Notes:**
1. The supplier is expected to cater the meals and snacks including accommodation.
 2. Meals shall be served on time (AM Snacks- 10 AM, Lunch-12 Noon, PM Snacks- 3PM, Dinner-6 PM);
 3. Buffet table setting and arrangement shall be provided/done by the caterer in 1 venue.
 4. The caterer shall provide updated sanitary permit issued by the city or municipal health office
 5. Food handlers and kitchen staff should have medical certificate;
 6. The caterer shall provide food samples for sensory evaluation and acceptability test during opening of bids.
 7. The supplier shall allot (5) buffer per day.



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 MINERVA A. MUÑOZ

Other Inclusions:

- Tarpaulin Backdrops (1 pc, 5x4 ft.)
- Unlimited Coffee/Choco Drink /Tea and Purified Water
- Conductive Training Venue with Projector, Microphone and Speaker
- Strong Internet Connectivity
- Training venue that can accommodate 155 pax with tables and chairs with tablecloth.
- Provision of 1 Breakout Room (can accommodate 32 pax)
- The supplier shall pack (for free) the dinner for last day of training.

Total ABC: Php 744,000.00

PURPOSE: SUPPLY OF MEALS AND SNACKS INCLUSIVE OF VENUE AND ACCOMMODATION FOR THE UPSKILLING AND RESKILLING OF TEACHERS ON INCLUSIVE EDUCATION

Reviewed and Checked By:

 BAC TWG

 Canvassed By

 Signature of Dealer



Address: Roxas Blvd., San Carlos City, Pangasinan
 Tel. No./Fax No.: (075) 632-3293
 Email Address: sancarlos.city1@deped.gov.ph





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TECHNICAL SPECIFICATIONS

Title: SUPPLY OF MEALS AND SNACKS INCLUSIVE OF VENUE AND ACCOMMODATION
IN THE CONDUCT OF UPSKILLING AND RESKILLING OF TEACHERS ON INCLUSIVE
EDUCATION

Approved Budget of Contract: Php 744,000.00

Source of Fund: OSEC-1-24-6767

Completion Period: December 18-20, 2024

Item	Quantity	Unit	Item Description	Statement of Compliance
1	155	pax	DAY 1 BREAKFAST 1 whole medium-sized Apple 2 slices Meatloaf 1 serving Sunny Side-up Egg 1 serving Toasted Dilis 1 serving Plain Rice AM SNACKS 1 serving Beef Burger 1 can chilled Fruit Juice (220ml) LUNCH 1 serving Cream of Asparagus Soup 1 serving Spanish Garlic Chicken 1 serving Fish Fillet in Puttanesca Sauce 1 serving Provençalé 1 serving Plain Rice 1 serving Slice Fruits in season PM SNACKS 1 serving Palabok 1 can chilled Fruit Juice (220ml) DINNER 1 serving Beef Consommé 1 serving Fish Fillet with Sweet and Sour Sauce 1 serving Korean Pork 1 serving Buttered Vegetables 1 serving Plain Rice 1 serving Almond Jelly with Lychee	



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			Note: With Accommodation (2 nights and 3 Days)Room numbers and capacity of pax/occupants per Room: With Training Venue	
2	155	pax	DAY 2 BREAKFAST 1-piece Lakatan 1 serving Bacon Strips 1/2 medium-sized Fried Boneless Bangus 1 serving Egg Omelet 1 serving Fried Rice AM SNACKS 1 serving Pasta Alfredo 2 slices Toasted Buttered Baguette 1 can chilled Fruit Juice (220ml) LUNCH 1 serving Clam Chowder 1 serving Pork Hamonado 1 serving Fish Fillet Teriyaki 1 serving Stir- Fried Bokchoy 1 serving Plain Rice 1 serving Blueberry Shortcake PM SNACKS 1 serving Special Pansit Palabok 1 can chilled Fruit Juice (220ml) DINNER 1 serving Egg Noodle Soup 1 serving Lechon Kawali 1 serving Chili Garlic Chicken 1 serving Buttered Vegetables 1 serving Plain Rice 1 serving Mocha Cake Note: With Accommodation (2 nights and 3 Days) Room numbers and capacity of pax/occupants per Room: With Training Venue	



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3	155	pax	<p>DAY 3</p> <p>BREAKFAST Assorted Fruit Wedges 1 serving Fried Danggit 1 serving Sunny Side-Up Egg 1 serving Sliced Fried Ham 1 serving Plain Rice</p> <p>AM SNACKS 1 serving Hamburger Sandwich with TLC (Tomato, Lettuce, Cheese) 1 can chilled Fruit Juice (220ml)</p> <p>LUNCH 1 serving Cream of Mushroom Soup 1 serving Slow-Cooked Sweet n' Sour Pork 2 pcs Fish Lumpiang Shanghai 1 serving Buttered Fried Chicken Tenders 1 serving Plain Rice 1 serving Watermelon Wedge</p> <p>PM SNACKS 1 serving Parmesan Garlic Spaghetti with Garlic Toast Bread 1 can chilled Fruit Juice (220ml)</p> <p>Note: With Training Venue</p>	
	Inclusions	<p>Notes:</p> <ol style="list-style-type: none">1. The supplier is expected to cater the meals and snacks including accommodation.2. Meals shall be served on time (AM Snacks- 10 AM, Lunch-12 Noon, PM Snacks- 3PM, Dinner-6 PM);3. Buffet table setting and arrangement shall be provided/done by the caterer in 1 venue.4. The caterer shall provide updated sanitary permit issued by the city or municipal health office.5. Food handlers and kitchen staff should have medical certificate;6. The caterer shall provide food samples for sensory		



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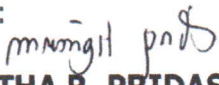
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		evaluation and acceptability test during opening of bids. 7. The supplier shall allot (5) buffer per day.	
		Other Inclusions: <ul style="list-style-type: none">• Tarpaulin Backdrops (1 pc, 5x4 ft.)• Unlimited Coffee/Choco Drink /Tea and Purified Water• Conducive Training Venue with Projector, Microphone and Speaker• Strong Internet Connectivity• Training venue that can accommodate 155 pax with tables and chairs with tablecloth.• Provision of 1 Breakout Room (can accommodate 32 pax)• The supplier shall pack (for free) the dinner for last day of training.	


Prepared by:


MINERVA A. MUNOZ
EPS

Noted by:


EDITHA R. PRIDAS, PHD
Chief, Curriculum and Implementation Division

APPROVED:


DR. DIOSDADO I. CAYABYAB, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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